



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

GRAY DAVIS, Governor

DEMETRIOS A. BOUTRIS, California Corporations Commissioner

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: February 4, 2003

**“DUE TO THE CURRENT HIRING FREEZE, THIS JOB OPPORTUNITY IS ONLY AVAILABLE TO
DOC EMPLOYEES OR EMPLOYEES WITH SURPLUS OR SROA STATUS”**

CLASSIFICATION: **CORPORATION EXAMINER**
Will Consider **Auditor I**
4 Positions-Permanent/Full Time - Los Angeles

FINAL FILING DATE: **Until Filled**

SALARY: \$3568 - \$4980 per month
If Auditor I selected for vacancy, salary is \$2764-\$3361 per month

POSITION LOCATIONS: Financial Services Division, 320 West 4th Street, Los Angeles

DUTIES AND RESPONSIBILITIES - The Financial Services Division (FSD) is responsible for licensing and regulating businesses to insure the company's compliance with statutory and regulatory requirements and to determine the financial stability of the business. The Corporation Examiner independently reviews and determines whether applicants for licensure under the Finance Lenders Laws warrant issuance of the license; conducts complex examinations or functions as examiner-in-charge in larger examinations; and, analyzes problems of deficiencies in the financial soundness, compliance with applicable statutes, or propriety of reporting of licensees and recommends corrective action. All of the examinations include the use of personal computers with various levels of automation. The laws under FSD are: the California Finance Lenders Law, California Residential Mortgage Lending Act, Check Sellers, Bill Payers, and Proraters Law, and Escrow Law. This position requires travel throughout the state.

DESIRABLE QUALIFICATIONS:

- ◆ Auditing experience and accounting knowledge.
- ◆ Knowledge of rules and regulations administered by the Financial Services Division.
- ◆ Knowledge of personal computers & familiarity with Microsoft Word, Excel and other computer programs.
- ◆ Works well under pressure.
- ◆ Effective communication skills.
- ◆ Good interpersonal skills.
- ◆ Willingness to accept additional responsibilities.

WHO MAY APPLY – DOC EMPLOYEES CURRENTLY AT THE CORPORATION EXAMINER OR AUDITOR I LEVEL, THOSE WITHIN TRANSFER RANGE OR LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THESE CLASSIFICATIONS ARE ENCOURAGED TO APPLY. For further information regarding the position, please contact Linda Tessmer at (916) 324-6271 or CALNET 8-454-6271. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA # 03-004; #03-005; #03-006 & #03-007**).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#03-004, 005, 006, & 007)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA # 03-004; #03-005; #03-006 & # 03-007cm

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.